2022 Safe Routes to School Competitive Construction Grant Application WORKSHEET

This is an optional tool to help potential applicants work through answers to the SRTS Construction Program application before filling out the online form.

PROGRAM DESCRIPTION: The Safe Routes to School Competitive Construction Grant Program is intended to fund bicycle and pedestrian projects that address a barrier to students walking and rolling to school. Read more about project eligibility and scoring criteria in the Program Guidelines. https://www.oregon.gov/odot/Programs/Pages/SRTS-Competitive-Infrastructure-Grant.aspx **DEADLINES:** Application Part 1 will open on February 1, 2022 and is due by 11:59 pm on March 18, 2022. Application Part 2 will open on May 1, 2022 and is due by 11:59pm on July 31, 2022. Most school principals are on vacation during July-so please work on getting your support letter(s) early in the process. SCORING DESCRIPTION: The application includes information about all questions that will affect the application score: 500 points total, 420 points in Part 1 and 80 points in Part 2. Most points will be automatically calculated in this application with the exception of 34 points in Part 2 that will be scored through a staff review process. Information collected that is not noted with a scoring description will not affect the application score. HOW TO SAVE YOUR APPLICATION: Save your progress often by clicking the "save" button at the bottom of the form. You will then be emailed a link to resume your progress. CHARACTER LIMITS: Please note that there are character limits (not word limits) on many of the narrative questions. The form will not accept your answer if it is over the limit. Part 1 Part 1 includes basic information and will be completed by the applicant between February 1, 2022 and March 18, 2022. **Part 1.1 General Information** What is the title of the project? _____ Example: (Test School/Sidewalks/0222). Maximum 100 characters. **Applicant Contact Information** Title _____ Agency _____

Phone _____

THIS IS NOT THE SAFE ROUTES TO SCHOOL CONATRUCTION GRANT APPLICATION. PLEASE FILL OUT THE APPLICATION AT https://www.cognitoforms.com/ODOT2/_2022SafeRoutesToSchoolCompetitiveConstructionGrantApplication Applicant Address _____ Part 1.2 Eligibility Requirements Is the project supported by the primarily affected school or school district? Yes/No Is the project within a one-mile radius of a public school? Yes/No Optional Resource: SRTS map-includes crash data and school data Is the project in or aligned with a plan that meets the requirements of ORS 195-115? Yes/No List the plan, the date adopted or completed, and how the project is aligned with the plan ______ Is the project in the public road right of way or will the project increase the road right of way to include your project? Yes/No Does your project reduce barriers and hazards to children walking or bicycling to and from school? Yes/No Do you and your key school contact commit to providing outreach to the primarily affected school community? This outreach includes a press release, a school newsletter article, and flyers sent home to students families'. Templates will be provided by ODOT. Yes/No You will be required to include a letter of support from the primarily affected school and any school mentioned in this application or school district as an attachment in Part 2 of the application. If you answered yes to the above questions, please continue. If you answered no, your project is ineligible. Part 1.3 Primary Affected School Information Part 1 of your application must focus on one school called the "primarily affected school." We suggest that your "primarily affected school" is the school with the highest percentage of low income students and with higher than average students of color, student with disabilities, Ever English Learners, and students that are chronically absent. In Part 2 you will be able to list additional project locations and schools affected. You will not receive additional points for affecting students at multiple schools. Primarily Affected School Name Contact's Name _____ Title _____ Phone

This school teaches students from pre-kindergarten through 8th grade or any combination.
 (applicant will receive 90 points)

What grades are taught at the school?

• This school teaches no students from pre-kindergarten through 8th grade or any combination.

Check all that apply about the project's relationship to the school.

- o 1/4 mile or closer (applicant will receive 15 points)
- between 1/4 and 1/2 mile (applicant will receive 5 points to a maximum of 15 points for this question)
- The project is within the school attendance boundary (applicant will receive 5 points to a maximum of 15 points for this question).
- The project addresses an area that has supplemental bussing (also known as hazard bussing)
 (applicant will receive 5 points to a maximum of 15 points for this question).
- o None of the above

If you receive points for school attendance boundary and/or supplemental bussing, you must upload backup documentation during Part 2 of your application due by July 31 (in Part 2.6). Back up documentation may include a verification email from school staff.

What percentage of students are low income at the primarily affected school?

- o 10-19% (applicant will receive15 points)
- o 20-29% (applicant will receive 30 points)
- o 30-39% (applicant will receive 45 points)
- o 40-49% (applicant will receive 60 points)
- o 50-59% (applicant will receive 80 points)
- o 60-69% (applicant will receive 100 points)
- o 70-79% (applicant will receive 120 points)
- o 80-89% (applicant will receive 140 points)
- o 90-100% (applicant will receive 160 points)

Resource: <u>SRTS map-includes crash data and school data</u>

Is your primarily affected school above the state average in any of the categories below? Check all that apply.

- The school is above the state average of 18% in Ever English Learners (students learning English as a second language) (applicant will receive 5 points up to 20 points)
- The school is above the state average of 40% in students of color (applicant will receive 10 points up to 20 points)
- The school is above the state average of 15% in students with disabilities (applicant will receive
 points up to 20 points)
- The school is above the state average of 1% in American Indian/Alaska Native students (applicant will receive 5 points up to 20 points)
- The school is above the state average of 28.1% in students who are chronically absent (applicant will receive 5 points up to 20 points)

Resource: SRTS map-includes crash data and school data

Part 1.4: Project Primary Location Information

Part 1 of your application must focus on one location called the "primary location." Part 2 of your application may include additional locations. We suggest that your "primary location" is the location with the highest score.

Primary Location Information
atitude
ongitude
Resource: Latitude and longitude information can be found in the <u>SRTS map- includes crash data and</u> school data.
Name of street, road or highway on which the project is located
Cross street or other reference point (include state highway milepost begin/end if applicable)
Project length in feet
Which side of the street is the project located?
Improvements at this Location
ndicate the number of improvements you intend to build at this location
Description of Improvement: Choose from list below:
 marked crosswalks rectangular rapid flashing beacons or pedestrian hybrid beacon sidewalks (approximate ft) overhead lighting set back parking at crosswalks in-street pedestrian crossing sign curb extension (curb bulbs) raised crosswalk (speed table+crosswalk) pedestrian refuge island roadway reconfiguration (road diet)- not paving crosswalk visibility enhancements school zone improvement
alternative walkwaywarning signs
 speed bump/speed table creative street design

Provide information for the proposed project location or the location of the barrier that the project is addressing.

mini/neighborhood circle (see program guidelines)

Quantity of each improvement _____

o bicycle and pedestrian improvements to signalized intersections

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This information below is true for the road on which the project is proposed. Choose one:

- o This information below is true for the road on which the project is proposed.
- This information below is true for a parallel road on which the proposed project addresses a barrier.

Is there history of bicyclist or pedestrian injury or fatality within the hours of 6am and 9pm?

- Yes, injury (applicant will receive 7 points)
- Yes, serious injury or fatality (applicant will receive 20 points)
- o No

Optional Resource: SRTS map- includes crash data and school data

Describe your crash data source, and describe how the project positively affects the crash site. Note: Maximum 750 characters.

Please choose the option below that results in the highest speed at this location.

- Posted Travel Speed (mph)
- Operating Speed 50th percentile (mph)35 mph (applicant will receive 20 points)

Posted travel speed or operating speed (mph)?

- < 25 mph 25 mph (applicant will receive 7 points)
 </p>
- o 30 mph (applicant will receive 14 points)
- o 35 mph (applicant will receive 20 points)
- ≥ 40 mph (applicant will receive 20 points)

What are the number of travel lanes and the crossing width of the road from curb to curb?

- o 2 lanes or fewer than 30 feet
- 3 lanes or greater than 30 feet (applicant will receive 7 points)
- 4+ lanes or greater than 40 feet (applicant will receive 20 points)

At the project location what is the average annual daily traffic (AADT)?

- < 3,000 3,000-5,999 (applicant will receive 7 points)
- o 6000 8,999 (applicant will receive 20 points)
- o 9,000 10,999 (applicant will receive 20 points)
- o 11,000 11,999 (applicant will receive 20 points)
- ≥ 12,000 (applicant will receive 20 points)

At the project location what is the Transportation Disadvantaged Index?

- 1.5 1.9 (will receive 5 points)
- 2.0 2.4 (will receive 10 points)
- 2.5 and up (will receive 15 points)

Resource: SRTS map- includes crash data, school data, and transportation disadvantages index data.

In order to qualify as a Priority Safety Corridor at least one of the projects must be located on a road or addressing a barrier on a road where the posted speed or 85th percentile speed of traffic is 40 miles per hour or greater OR if any two of the following apply:

- ✓ Posted speed limit 30 miles per hour or greater;
- ✓ More than 2 lanes or a crossing distance greater than 30 feet;
- √ 12,000 or greater annual average daily traffic;
- √ Has a demonstrated history of crashes related to school traffic.
- ✓ More information can be found in the Program Guidelines.

Does this location have a posted speed or 50th percentile over 40 miles per hour? Yes/No

Does this location have any of these features? Check all that apply.

- o Posted speed limit 30 miles per hour or greater
- o 3 or more lanes or a crossing distance greater than 30 feet
- o 12,000 or greater annual average daily traffic
- Has a demonstrated history of crashes related to school traffic
- o None of the above

Did you select two or more of the features in the question directly above? Yes (applicant will receive 40 points)/No

Part 1.5

Provide a high-level PROBLEM statement that describes the barriers and hazards to children walking or bicycling to school. Provide a summary of the problem in a concise manner that can be used on a website or in a publication. Note: Maximum 500 characters.

Provide a high-level description of your PROJECT. Project should be a viable solution to the above problem. Provide a summary of the project in a concise manner that can be used on a website or in a publication. Note: Maximum 500 characters.

Additional Problem/Project Description: Describe any further details about the problem, the project, and how this project will help remove barriers for children walking and bicycling to the primarily affected school. Note: Maximum 750 characters.

Does any part of this project touch ODOT right of way? Yes/No

If yes, work with your Region's Active Transportation Liaison to coordinate. You will need to obtain approval from the ODOT Area Manager and District Manager when filling out your application and during the construction of your project. You will work with ODOT staff to determine details like project cost estimate including adequate capacity for ODOT staff when needed and who will maintain the project, etc.

In which ODOT Region is your project located? Region 1, 2, 3, 4, or 5

Resource: ODOT Region maps

For what range of funds do you expect to apply?

- o 60,000 100,000
- 0 100,000 500,000
- o 500,000 1 million
- o 1 million 1.5 million
- o 1.5 million 2 million

Part 1 Total Score: Auto calculated

This number shows your score for Part 1. Part 1 is 84% of the total score of your application (maximum of 420 points out of 500). Once the deadline (March 18, 2022) for Part 1 passes, staff will send you information on the score of all applications submitted for Part 1. Then you can determine if you want to complete Part 2 between May 1, 2022 and July 31, 2022.

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Application Part 2 of 2

Part 2 includes more specific information and may be completed by the applicant between May 1, 2022 and July 31, 2022.

Part 2.1 Background

Information can be provided for one project or a hundle of projects when it makes sense to deliver

projects at the same time for efficiency.
Additional Roadway Authority Information
Does any part of this project touch another roadway jurisdiction's right of way that is not ODOT? Yes/No
If yes, the jurisdiction must be listed below and sign off to concur with the application. See section 8.
Name
Title
Agency
Phone
Email
Does any part of this project touch ODOT right of way? Yes/No
If yes, ODOT Area Manager and ODOT District Manager must be listed below and sign off to concur with the application. See section 8.
You will need to coordinate with ODOT (your Region's Active Transportation Liaison or other ODOT project staff) to get ODOT Area Manager's approval and coordinate with staff during the construction of your project at key points for ODOT approval.
Name of ODOT Area Manager
Email
Phone
Name of ODOT District Manager
Email
Phone
Will applicant oversee design and construction of the project? Yes/No
If no, list agency who will oversee design and construction of the project and explain why:
Is the applicant submitting more than one application: Yes/No
If yes, rank this application: example 1 of 4

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Describe past, present, or upcoming Safe Routes to School education and engagement programs at the school or school district. Safe Routes to School programs includes education, encouragement, and evaluation activities that reduce barriers to children walking and bicycling to school. Note: Maximum 750 characters.

Describe the status/progress to date of school engagement for this project. Note: Maximum 750 characters. _____

Check which design guides you used or will use to determine your project design

- o FHWA Bicycle and Pedestrian Design Guide
- Small Town and Rural Multimodal Networks Guide
- NACTO Urban Bikeway Design
- NACTO Designing Streets for Kids
- o ODOT Bicycle and Pedestrian Design Manual
- ODOT Blueprint for Urban Design
- AASHTO Bicycle or Pedestrian Design Guides

Optional Resources:

- ✓ FHWA Bicycle and Pedestrian Guide
- ✓ Small Town and Rural Multimodal Networks Design Guide
- ✓ NACTO Designing Streets for Kids
- ✓ ODOT Bicycle and Pedestrian Guide
- ✓ ODOT Blueprint for Urban Design

Does the applicant own sufficient right of way (ROW)?

- √ Yes, applicant owns right of way or has an easement (applicant will receive 20 points)
- √ No, but the right of way owner concurs with the project (applicant will receive 20 points)
- ✓ No, and I know the owner but I am not able to contact owner yet due to policies (applicant will receive 10 points)
- ✓ No, and I don't know who owns it.
- ✓ I don't know (applicant will receive 0 points)

Check which best describes your public process to date.

- ✓ We have completed public process, have done due diligence, or are currently in the process
 (applicant will receive 20 points)
- ✓ We did some outreach but it was a long time ago (example: 5 years or more) (applicant will receive 10 points depending on following questions)
- ✓ We have not started outreach (applicant will receive 0 points)
- ✓ We have done some outreach and the community is opposed to this project (applicant will receive 0 points)

Briefly describe the public outreach process around this project to date. Make sure to include any information about outreach or engagement with currently or historically marginalized communities. Note: Maximum 750 characters.

Identify any concerns that have been raised in the public outreach process or that you anticipate being raised and how you anticipate addressing these issue. Note: Maximum 750 characters.

Describe any additional planned public process. Make sure to include any information about outreach or engagement with currently or historically marginalized communities. Note: Maximum 750 characters.

Are there any environmental resources/hazards within or adjacent to the project area? Yes/No/ I don't know

See the following links for more assistance with environmental resources or hazards:

Local Agency Guidelines Manual -Environmental Chapter 05 ODOT Geo-Environmental

SCORING DESCRIPTION for environmental resources and hazards: In the application review process, staff will score this question based on applicant answers. Applicant will receive 20 points if they don't need to address any environmental hazards or resources or if they have a plan that will address the issues; 10 points if they know it's an issue but haven't figured out the details yet; 0 points if applicant doesn't know.

If yes, please list and explain how you plan to mitigate: Note: Maximum 750 characters.

Does your project impact storm water drainage? Yes/No/ I don't know

SCORING DESCRIPTION for storm water: In the application review process, staff will score this question based on applicant answers. Applicant will receive 7 points if they don't need to address storm water or if they have a plan that will address the issues; 5 points if they know it's an issue but haven't figured out the details yet; 0 points if they don't know.

If yes, please list and explain how you plan to mitigate: Note: Maximum 750 characters.

Will any utilities need to be relocated? Yes/No/ I don't know

SCORING DESCRIPTION for utilities: In the application review process, staff will score this question based on applicant answers. Applicant will receive 7 points if they don't need to address utilities or if they have a plan that will address the issues; 5 points if they know it's an issue but haven't figured out the details yet; 0 points if they don't know.

If yes, please list and explain how you plan to mitigate: Note: Maximum 750 characters.

Check which best describes your design process to date.

- We have attached our completed design (applicant will receive 6 points)
- We have started design and attached our progress so far (applicant will receive 3 points)
- We have not started design or conceptual design.

APPLICATION AT https://www.cognitoforms.com/ODO12/_2022SafeRoutes1oSchoolCompetitiveConstructionGrantApplication
Is the proposed project included in a larger project that is using federal funding? Yes/No
If yes, describe larger project and funding sources: Note: Maximum 750 characters.
Does the project include a railroad crossing or is it within 500 feet of one? Yes/No
If yes, do the railroad company and the ODOT Rail Crossing Safety Unit concur with the project request? Yes/No
Optional Resource: <u>ODOT's Railroad Crossing contact information.</u>
If yes, provide a signature of railroad company or ODOT Rail Crossing Unit on the Application Signature Page and submit in Section 8.
Are any bridges, tunnels, retaining walls or other structures required? Yes/No
If yes, describe: Note: Maximum 750 characters.
Applicant will maintain improvement once project is completed, including landscaping. Yes/No
If applicant answered no, you must submit a support letter from the entity that will maintain the project with the maintenance commitment described in the support letter.
Part 2.2: Project Details and Schedule
In Part 1, the applicant described the primary location. At this time applicant may go back to Part 1 and update the information as needed.
In Part 2.2, the applicant will list any additional proposed locations and improvements in those locations. Use the format below.
Additional Location Information
If applicable, indicate the number of locations you intend to improve in addition to the primary location you listed in Part 1. Select number of locations (1-10).
Provided information below for each location.
Latitude:
Longitude:
Resource: Latitude and longitude information can be found in the SRTS map- includes crash data and school data.
Name of street, road or highway on which the project is located:
Cross street or other reference point (include state highway milepost begin/end if applicable):
Project length in feet:
Which side of the street is the project located?

This loca	tion affects students at the primarily affected school. Yes/No
-	swered no, please list the school at which the students are affected by the project at this
	Improvements at this Location
Indicate	the number of improvements you intend to build at this location. (1-10)
Descripti	ion of Improvement: Choose from list below.
o r	marked crosswalks
o r	ectangular rapid flashing beacons or pedestrian hybrid beacon
0 S	sidewalks (approximate ft)
0 0	overhead lighting
O S	set back parking at crosswalks
0 i	n-street pedestrian crossing sign
	curb extension (curb bulbs)
	raised crosswalk (speed table+crosswalk)
	pedestrian refuge island
	oadway reconfiguration (road diet)- not paving
	crosswalk visibility enhancements
	school zone improvement
	alternative walkway
	warning signs
	speed bump/speed table
	creative street design
	mini/neighborhood circle (see program guidelines)
0 k	picycle and pedestrian improvements to signalized intersections
Quantity	of each improvement:
Rank the location	importance of this location against any additional locations you submit in this application. This is:
Project S	Schedule
Enter cor	mpletion date for Scoping and Planning
Enter cor	mpletion date for Community Outreach/Engagement
Enter cor	mpletion date for Final Plans/Bidding Engineering Documents
Enter cor	mpletion date for Construction

Part 2.3: Project Cost and Cash Match

Provide a cost estimate. Note that any cost overages are the responsibility of the applicant. Attach your budget in Section 8.

CASH MATCH REQUIREMENTS: "Cash Match" is actual funds provided by the applicant that are reasonable, necessary and directly related to the project and funded by the applicant. Cash match may include project expenditures made within 60 months prior to the application deadline. Education and outreach efforts at the school do not constitute cash match. Examples of "cash match" include engineering, design, utility, right of way, and construction costs. See Program Guidelines (https://www.oregon.gov/ODOT/Programs/Pages/SRTS-Rapid-Response-Grant-Program.aspx) to determine if your project may be eligible for a reduced match of 20%.

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Preliminary Engineering/Design Estimate
Right of Way Cost Estimate
Utility Cost Estimate
Construction Cost Estimate
Other Costs
Contingency Estimate
Total Project Cost: Auto calculated
What percentage of cash match are you prepared to contribute?
 20% (you may choose 20% if your primarily affected school has 40% or more low income students, or if your community has 5,000 in population or fewer, or if your projects is located on a priority safety corridor.) 40% (required if you do not meet the 20% eligibility)
Grant Award Request: Auto calculated
Cash Match: Auto calculated
I understand that if I receive this grant award, eligible costs spent after the agreement is signed will be reimbursed to me. Alternatives to reimbursement may be made for communities under 5,000 in population as needed. Yes/No
Source(s) of cash match. Select all that apply.
 Local funds State funds Federal funds Prior work completed in the previous 60 months (you may NOT use prior work funded by the
ODOT SRTS grant program) O Other:
Describe any prior work you intend to use as cash match and the cost: Note: Maximum 750 characters

Part 2.4 Licensed Engineer Review Confirmation

Confirm that a licensed engineer has reviewed your cost estimates and scope by providing contact information.

Licensed Engineer Contact Information
Licensed Engineer Name
Agency/Employer
Email
Phone
Part 2.5 Program Evaluation
The following information is helpful data for application and program evaluation and is not scored as part of the selection process.
Is the project located in a city with 5,000 people or less? Yes/No
Resource: Find population data with the census quick facts tool.
Is your project located within a Metropolitan Planning Organization/Area? Yes/No
Resource: Metropolitan Planning Organization Database
Are you willing to accept partial funding for this project? Yes/No
Why or why not? Maximum characters: 500
Does the community count and collect the number of children that get to the affected school by the following modes: Walking, Biking; Family Vehicle; Other? Yes/No/ I don't know
Does your community collect and document parent, student, and/or school staff's safety concerns about the project area or larger school one-mile radius? Yes/No/ I don't know
Part 2.6 Attachments
Completed Signature Sheet(s)
Applicant signatures (required) Additional roadway authority signatures (if applicable) Railroad authority (if applicable)

Letter of School Support: Applicants are required to include a letter of support from the primarily affected school and any school mentioned in this application or school district on school or district letterhead and signed by the district superintendent or school principal.

School letter of support (required)

Project location map, scale bar, north arrow, street labels, aerial photograph of map

At a minimum you can print out the google birds eye view or the view from the SRTS mapping tool and add the additional components by hand or you can get fancier. We'd just like to see what you're thinking!

Cost estimate: Attach the notes or back up information for how you determined your cost estimate.

Photos: Attach photos of the project area

Conditionally required: Upload proof that the project is within school attendance boundary- for example, email verification from school staff (see Part 1.3)

Conditionally required: Upload proof that the project is at the location included in a supplemental bussing plan- for example, email verification from school staff (see Part 1.3)

Conditionally Required: Attach draft or completed design (see Part 2.1)

Conditionally Required: Submit support letter from entity that will maintain the improvements (see Part 2.1)

Optional: Any additional letters of support

Optional: Attach a map of the school's identified walking and bicycling routes to school

Optional: Walking and biking data counts and/or parent surveys (see Part 2.5)

Optional: Any additional information

Total Points for Part 2 submitted by applicant. Automatically Calculated

This total includes Design, Public Process, and Right of Way for a maximum value of 46 points. This total does not include Environmental, Utilities, and Storm Water. Staff will review the descriptions provided and determine points for those pieces for a maximum value of 20 points, 7 points, and 7 points respectively.

Total Points for Part 1 and Part 2 submitted by applicant. Automatically Calculated

This total has maximum value of 466. This total does not include Environmental, Utilities and Storm Water. Staff will review the descriptions provided and determine points for those pieces for a maximum value of 20 points, 7 points, and 7 points respectively. The maximum score of the application after staff review is 500 points.